



Catawba County Planning, Parks and Development  
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## **HOW TO OBTAIN A ZONING PERMIT FOR A SINGLE FAMILY OR TWO-FAMILY DWELLING**

### **Steps to follow when constructing a single family dwelling:**

1. Check with Catawba County planning staff to see if a single family home is permitted on the property. You may either call the Planning Office at 828-465-8380, Monday through Friday from 8 a.m. to 5 p.m. or email us at [planning@catawbacountync.gov](mailto:planning@catawbacountync.gov).
2. Submit an [application for a zoning permit](#). Every application for a zoning permit needs to include an 8½ x 11 inch or 8½ x 14 inch drawing, prepared to scale, showing the footprints of proposed and existing buildings or structures on the property. You may obtain a copy of a map of your property from Catawba County's Geographic Information System at: [www.gis.catawba.nc.us](http://www.gis.catawba.nc.us).
3. Obtain a zoning permit from the Permit Center. You may reach the Permit Center by phone at 828-465-8399, Monday through Friday from 8 a.m. to 5 p.m. or email at [permit\\_center@catawbacountync.gov](mailto:permit_center@catawbacountync.gov).
4. Submit an [application for a septic tank permit and well permit](#) to the Catawba County Permit Center. If you have questions you may call the Permit Center at 828-465-8399, Monday through Friday from 8 a.m. to 5 p.m. or email at [permit\\_center@catawbacountync.gov](mailto:permit_center@catawbacountync.gov).
5. Submit an [application for a building permit](#) to the Catawba County Permit Center. If you have questions you may call the Permit Center at 828-465-8399, Monday through Friday from 8 a.m. to 5 p.m. or email at [permit\\_center@catawbacountync.gov](mailto:permit_center@catawbacountync.gov).

### **Steps to follow when constructing a two-family (duplex) dwelling:**

1. Talk with someone from the Catawba County Planning, Parks and Development Department to see if a two-family dwelling is permitted on the property. If a two-family home is permitted, staff will review with you the specific regulations that apply to a two-family dwelling (duplex). Some examples are parking, watershed or a planned development rezoning when 3 or more units are proposed. You may either call the Planning Department at 828-465-8380, Monday through Friday from 8 a.m. to 5 p.m. or email us at [planning@catawbacountync.gov](mailto:planning@catawbacountync.gov).

2. Submit an [application for a zoning permit](#). The application for a zoning permit needs to include an 8½ x 11 inch or 8½ x 14 inch drawing, prepared to scale, showing the proposed and existing footprints of buildings or structures, paved driveway, paved parking if garage is not provided and watershed information on the property. Please see [UDO Section 44-614](#) for complete requirements. You may obtain a copy of a map of your property from Catawba County's Geographic Information System at [www.gis.catawba.nc.us](http://www.gis.catawba.nc.us).
3. Obtain a zoning permit from the Permit Center. You may reach the Permit Center by phone at 828-465-8399, Monday through Friday from 8 a.m. to 5 p.m. or email at [permit\\_center@catawbacountync.gov](mailto:permit_center@catawbacountync.gov).
4. Submit an [application for a septic tank permit and well permit](#) to the Catawba County Permit Center. If you have questions you may call the Permit Center at 828-465-8399, Monday through Friday from 8 a.m. to 5 p.m. or email at [permit\\_center@catawbacountync.gov](mailto:permit_center@catawbacountync.gov).
5. Submit an [application for a building permit](#) to the Catawba County Permit Center. If you have questions you may call the Permit Center at 828-465-8399, Monday through Friday from 8 a.m. to 5 p.m. or email at [permit\\_center@catawbacountync.gov](mailto:permit_center@catawbacountync.gov).

**If you have questions concerning one and two-family dwellings, where they may be located or obtaining a permit for your property, please call the Catawba County Planning, Parks and Development Department at 828-465-8380, Monday through Friday from 8 a.m. to 5 p.m. or email us at [planning@catawbacountync.gov](mailto:planning@catawbacountync.gov). Please know that we are here to assist you throughout the process.**

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*The purpose of this information sheet is to assist you with the process of obtaining permits and approvals associated with the Unified Development Ordinance (UDO). Before proceeding with any project or spending any funds, you are strongly encouraged to contact a member of the Catawba County Planning, Parks and Development Department at 828-465-8380, Monday through Friday from 8 a.m. to 5 p.m. or email us at [planning@catawbacountync.gov](mailto:planning@catawbacountync.gov) to insure awareness of all options that may exist as well as the most effective way of accomplishing a particular project.*